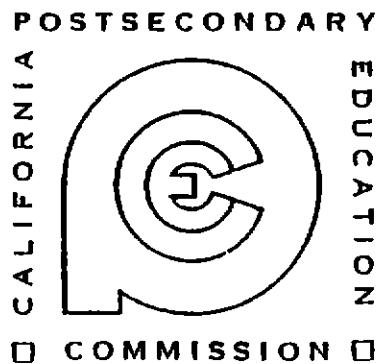
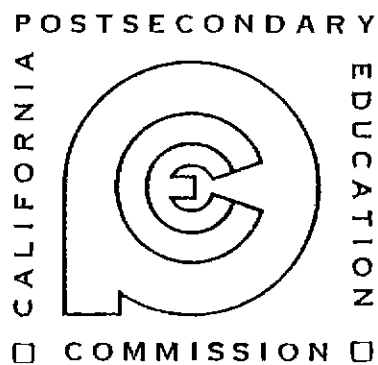


**GUIDELINES AND PROCEDURES
FOR REVIEW OF NEW CAMPUSES
AND OFF-CAMPUS CENTERS**



**CALIFORNIA POSTSECONDARY
EDUCATION COMMISSION**

GUIDELINES AND PROCEDURES FOR REVIEW
OF NEW CAMPUSES AND OFF-CAMPUS CENTERS



CALIFORNIA POSTSECONDARY EDUCATION COMMISSION
1020 Twelfth Street, Sacramento, California 95814

Commission Report 82-34
Adopted September 20, 1982

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PREFACE

It has been many years since a new campus was authorized for either the University of California or the California State University, and it is not anticipated that any will be proposed in the immediate future. In the past five years, the only authorized new campuses have been Orange County Community Colleges. Off-campus centers, however, continue to be proposed from time to time, and it is probable that some new centers will be offered for Commission review and recommendation in the future.

In April of 1975, the Commission adopted policies relating to the review of new campuses and centers, and revised those policies in September of 1978. The purpose was to provide the segments with specific directions whereby they could conform to two Education Code sections. The first of these directs the Commission to review proposals for new campuses and off-campus centers of public postsecondary education and to advise the Legislature and the Governor on the need for and location of these new campuses and centers (Education Code 66903). The second states the Legislature's intent that no funds for the acquisition of sites or for the construction of new campuses and off-campus centers by the public segments be authorized without the Commission's recommendation.

The 1975 document--and the 1978 revision--outlined the Commission's basic assumptions under which the guidelines and procedures were developed, and specified the proposals subject to Commission review, the criteria for reviewing proposals, the schedule to be followed by the segments when they submit proposals, and the required contents of "Needs Studies." As experience was gained with the guidelines, it became clear that some confusion was generated by this format, and that some instructions appeared to be ambiguous or difficult to interpret. In addition, there was the problem of applying the guidelines to operations that had been started totally with non-State funds--especially Community College off-campus centers initiated solely with local money--a distinction of considerable substance prior to passage of Proposition 13, but less meaningful thereafter. In several cases, doubt arose as to whether an existing center had been previously recommended by the Commission or "grandfathered" in by being initiated before the guidelines were adopted. In other cases, although the Commission was notified, it took no action because no State money was involved or anticipated. When State funds were later requested, some districts acquired the mistaken impression that a favorable recommendation had been secured, and were surprised to learn that they had to participate in an extended review process with no assurance that State funds would be approved.

The purpose of this document is to resolve the questions and ambiguities surrounding the original (1975) and updated (1978) guidelines. To that end--although large sections remain virtually unchanged--three major revisions are included:

1. The original guidelines stated that the Commission would review new off-campus centers "that will require either State or local funding for acquisition, remodeling or construction, and/or (2) those planned for use for three or more years at a given location, and which (a) will offer courses in two or more certificate and/or degree programs, and/or (b) will have a headcount enrollment of 500 or more."

The revised guidelines included in this document specify the need for review and recommendation only for operations "that will require State funding for construction, acquisition, remodeling, or lease. Those operations involving no State funds may be considered by the Commission for review and recommendation, but are reported primarily for inventory purposes." The location, program, and enrollment criteria are removed from the guidelines, leaving State funding the sole condition for requiring the Commission's recommendation. Review requirements for centers which have been in existence for several years at the time State funds are requested are specified below.

2. The original guidelines contained both "Criteria" for reviewing new proposals and a section entitled "Content of Needs Study" which was largely repetitive. In this document, the latter section has been subsumed under an expanded "Criteria" section.
3. The time schedules in the original guidelines and procedures were inconsistent between the four-year segments and the Community Colleges. This revision attempts to make the schedules more consistent for all segments.

Without question, the most difficult problem surrounding the Commission's role in the review of new campuses and off-campus centers concerns operations started without State money but needing State money at a later date. Obviously, it is impossible to ignore the fact that such operations exist, but at the same time, the Commission cannot allow prior existence to constitute a higher priority for State funds than would be accorded a proposal for a completely new facility. Were existing campuses and centers given such a priority, it could encourage the segments to "seed" new operations from non-State sources on the assumption that State money could be obtained more easily later. Accordingly, the Commission must regard any request for State funds, whether for an existing or new campus or center, as being applicable to a new operation. Thus, while these guidelines and procedures require Commission review and

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Without question, the most difficult problem surrounding the Commission's role in the review of new campuses and off-campus centers concerns operations started without State money but needing State money at a later date. Obviously, it is impossible to ignore the fact that such operations exist, but at the same time, the Commission cannot allow prior existence to constitute a higher priority for State funds than would be accorded a proposal for a completely new facility. Were existing campuses and centers given such a priority, it could encourage the segments to "seed" new operations from non-State sources on the assumption that State money could be obtained more easily later. Accordingly, the Commission must regard any request for State funds, whether for an existing or new campus or center, as being applicable to a new operation. Thus, while these guidelines and procedures require Commission review and

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In April of 1975, the Commission adopted policies relating to the review of new campuses and centers, and revised those policies in September of 1978. The purpose was to provide the segments with specific directions whereby they could conform to two Education Code sections. The first of these directs the Commission to review proposals for new campuses and off-campus centers of public postsecondary education and to advise the Legislature and the Governor on the need for and location of these new campuses and centers (Education Code 66903). The second states the Legislature's intent that no funds for the acquisition of sites or for the construction of new campuses and off-campus centers by the public segments be authorized without the Commission's recommendation.

The 1975 document--and the 1978 revision--outlined the Commission's basic assumptions under which the guidelines and procedures were developed, and specified the proposals subject to Commission review, the criteria for reviewing proposals, the schedule to be followed by the segments when they submit proposals, and the required contents of "Needs Studies." As experience was gained with the guidelines, it became clear that some confusion was generated by this format, and that some instructions appeared to be ambiguous or difficult to interpret. In addition, there was the problem of applying the guidelines to operations that had been started totally with non-State funds--especially Community College off-campus centers initiated solely with local money--a distinction of considerable substance prior to passage of Proposition 13, but less meaningful thereafter. In several cases, doubt arose as to whether an existing center had been previously recommended by the Commission or "grandfathered" in by being initiated before the guidelines were adopted. In other cases, although the Commission was notified, it took no action because no State money was involved or anticipated. When State funds were later requested, some districts acquired the mistaken impression that a favorable recommendation had been secured, and were surprised to learn that they had to participate in an extended review process with no assurance that State funds would be approved.

recommendation only for State-funded operations, the Commission strongly suggests that any segment anticipating the need for State funds later take steps to secure the Commission's favorable recommendation at the earliest possible time. If such steps are taken, it should be possible to avoid denying funds to an existing center.

Although these guidelines and procedures are directed to public postsecondary education, the Commission invites and encourages the independent colleges and universities and the private vocational schools to submit their proposals for new campuses and off-campus centers to the Commission for review, thus facilitating the statewide planning activities of the Commission. This invitation to the independent segment was first extended by the Commission on April 14, 1975 at the time these guidelines and procedures were first approved. A similar invitation was extended on March 17, 1980 with respect to degree programs to be offered at off-campus locations (Degrees of Diversity: Off-Campus Education in California, California Postsecondary Education Commission Report No. 80-5, p. 100).

ASSUMPTIONS BASIC TO THE DEVELOPMENT OF GUIDELINES
AND PROCEDURES FOR COMMISSION REVIEW OF PROPOSALS
FOR NEW CAMPUSES AND OFF-CAMPUS CENTERS

The following assumptions are considered to be central to the development of a procedure for Commission review of proposals for new campuses and off-campus centers.

The University of California and the California State University will continue to admit every eligible undergraduate applicant, although the applicant may be subject to redirection from the campus of first choice.

The University of California plans and develops its campuses on the basis of statewide need.

The California State University plans and develops its campuses on the basis of statewide needs and special regional considerations.

The California Community Colleges plan and develop their campuses and off-campus centers on the basis of open enrollment for all students capable of benefiting from the instruction and on the basis of local needs.

Planned enrollment capacities are established for and observed by all campuses of public postsecondary education. These capacities are determined on the basis of statewide and institutional economies, campus environment, limitations on campus size, program and student mix, and internal organization. Planned capacities are established by the governing boards of Community College districts (and reviewed by the Board of Governors of the California Community Colleges), the Board of Trustees of the California State University, and the Board of Regents of the University of California. These capacities are subject to review and recommendation by the Commission.

PROPOSALS SUBJECT TO COMMISSION REVIEW

NEW CAMPUSES

The Commission will review proposals for all new campuses of the University of California, the California State University, and the California Community Colleges.

NEW OFF-CAMPUS CENTERS

For the purposes of this section "State funds" are defined as any and all monies from State General Fund appropriations and/or property tax revenues.

University of California and California State University

The Commission is concerned with off-campus educational operations established and administered by a campus of either segment, the central administration of either segment, or by a consortium of colleges and/or universities sponsored wholly or in part by either of the above. Operations that are to be reported to the Commission for review are those which will provide instruction in programs leading to degrees, and which will require State funding for construction, acquisition, remodeling, or lease. Those that involve funding from other than State sources may be considered by the Commission for review and recommendation, but need be reported only as part of the Commission's Inventory of Off-Campus Facilities and Programs (Education Code Sec. 66903[13])

California Community Colleges

The Commission is concerned with off-campus operations established and administered by an existing Community College, a Community College district, or by a consortium of colleges and universities sponsored wholly or in part by either of the above. Operations to be reported to the Commission for review and recommendation are those that will require State funding (as defined above) for construction, acquisition, remodeling, or lease. Those operations not involving State funds may be considered by the Commission for review and recommendation, but need be reported only as part of the Commission's Inventory of Off-Campus Facilities and Programs.

Consortia

When a consortium involves more than one public segment, or a public and the independent segment, one of those segments must assume primary responsibility for presenting the proposal to the Commission for review.

All Proposals

All off-campus operations must be reported to the Commission, either through the requirements of these guidelines and procedures, or through the Inventory of Off-Campus Facilities and Programs. Any off-campus center established without State funds will be considered to be a new center as of the time State funds are requested for construction, acquisition, remodeling, or lease.

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CRITERIA FOR REVIEWING PROPOSALS

All proposals for new campuses and off-campus centers required by these guidelines to be submitted by any segment of higher education in California must include a comprehensive "Needs Study". This study must satisfy all of the criteria specified below, and will constitute the basis for the Commission's evaluation of proposals. As noted on page 2 of the Preface, all first-time requests for State funds will be considered as applying to new operations, regardless of the length of time such campuses or centers have been in existence.

CRITERIA FOR REVIEWING NEW CAMPUSES

1. Enrollment projections should be sufficient to justify the establishment of the campus. For the proposed new campus, and for each of the existing campuses in the district or system, enrollment projections for each of the first 10 years of operation, and for the 15th and 20th years, must be provided. For an existing campus, all previous enrollment experience must also be provided. Department of Finance enrollment projections must be included in any needs study.
2. Alternatives to establishing a campus must be considered. These alternatives must include: (1) the possibility of establishing an off-campus center instead of a campus; (2) the expansion of existing campuses; and (3) the increased utilization of existing campuses.
3. Other segments, institutions, and the community in which the campus is to be located must be consulted during the planning process for the new campus. Strong local or regional interest in the proposed campus must be demonstrated.
4. Statewide enrollment projected for the University of California should exceed the planned enrollment capacity of existing University campuses. If statewide enrollment does not exceed the planned enrollment capacity for the system, compelling statewide needs for the establishment of the new campus must be demonstrated.
5. Projected statewide enrollment demand on the California State University system should exceed the planned enrollment capacity of existing State University campuses. If statewide enrollment does not exceed the planned enrollment capacity for the system, compelling regional needs must be demonstrated.

6. Projected enrollment demand on a Community College district should exceed the planned enrollment capacity of existing district campuses. If district enrollment does not exceed the planned enrollment capacity of existing district campuses, compelling local needs must be demonstrated.
7. The establishment of a new University of California or California State University campus must take into consideration existing and projected enrollments in the neighboring institutions of its own and of other segments.
8. The establishment of a new Community College campus must not reduce existing and projected enrollments in adjacent Community Colleges--either within the district proposing the new campus or in adjacent districts--to a level that will damage their economy of operation, or create excess enrollment capacity at these institutions, or lead to an unnecessary duplication of programs.
9. Enrollments projected for Community College campuses must be within a reasonable commuting time of the campus, and should exceed the minimum size for a Community College district established by legislation (1,000 units of Average Daily Attendance [ADA] two years after opening).
10. The programs projected for the new campus must be described and justified.
11. The characteristics (physical, social, demographic, etc.) of the location proposed for the new campus must be included.
12. The campus must facilitate access for the economically, educationally, and socially disadvantaged.

CRITERIA FOR REVIEWING NEW OFF-CAMPUS CENTERS

1. Enrollment projections should be sufficient to justify the establishment of the new off-campus center. Five-year projections must be provided for the proposed center, with enrollments indicated to be sufficient to justify its establishment. For the University of California and the California State University, five-year projections of the nearest campus of the segment proposing the center must also be provided. For the Community Colleges, five-year projections of all district campuses, and of any other campuses within 10 miles of the proposed center, regardless of district, must be provided. When State funds are

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2. Alternatives to establishing a campus must be considered. These alternatives must include: (1) the possibility of establishing an off-campus center instead of a campus; (2) the expansion of existing campuses, and (3) the increased utilization of existing campuses.
3. Other segments, institutions, and the community in which the campus is to be located must be consulted during the planning process for the new campus. Strong local or regional interest in the proposed campus must be demonstrated.
4. Statewide enrollment projected for the University of California should exceed the planned enrollment capacity of existing University campuses. If statewide enrollment does not exceed the planned enrollment capacity for the system, compelling statewide needs for the establishment of the new campus must be demonstrated.
5. Projected statewide enrollment demand on the California State University system should exceed the planned enrollment capacity of existing State University campuses. If statewide enrollment does not exceed the planned enrollment capacity for the system, compelling regional needs must be demonstrated.

requested for an existing center, all previous enrollment experience must also be provided. Department of Finance enrollment estimates must be included in any needs study.

2. The segment proposing an off-campus center must submit a comprehensive cost/benefit analysis of all alternatives to establishing the center. This analysis must include: (1) the expansion of existing campuses; (2) the expansion of existing off-campus centers in the area; (3) the increased utilization of existing campus and off-campus centers; and (4) the possibility of using leased or donated space in instances where the center is to be located in facilities proposed to be owned by the campus.
3. Other public segments and adjacent institutions, public or private, must be consulted during the planning process for the new off-campus center.
4. Programs to be offered at the proposed center must meet the needs of the community in which the center is to be located. Strong local or regional interest in the proposed facility must be demonstrated.
5. The proposed off-campus center must not lead to an unnecessary duplication of programs at neighboring campuses or off-campus centers, regardless of segment or district boundaries.
6. The establishment of University and State University off-campus centers should take into consideration existing and projected enrollment in adjacent institutions, regardless of segment.
7. The location of a Community College off-campus center should not cause reductions in existing or projected enrollments in adjacent Community Colleges, regardless of district, to a level that would damage their economy of operation, or create excess enrollment capacity, at these institutions.
8. The proposed off-campus center must be located within a reasonable commuting time for the majority of residents to be served.
9. The programs projected for the new off-campus center must be described and justified.
10. The characteristics (physical, social, demographic, etc.) of the location proposed for the new off-campus center must be included.
11. The off-campus center must facilitate access for the economically, educationally, and socially disadvantaged.

SCHEDULE FOR SUBMITTING PROPOSALS FOR NEW CAMPUSES AND OFF-CAMPUS CENTERS

The basic intent of the time schedule for submitting proposals to establish new campuses and off-campus centers is to involve Commission staff early in the planning process, and to make certain that elements needed for Commission review are developed within the needs study described previously in these guidelines and procedures.

The schedules suggested below are dependent upon the dates when funding for the new campus or off-campus center is included in the Governor's Budget and subsequently approved by the Legislature. Prior to the date of funding, certain events must occur, including: (1) a needs study to be authorized and conducted with notification to the Commission; (2) district and/or system approval of the proposed campus or off-campus center; (3) Commission review and recommendation; (4) budget preparation by segmental staff; (5) segmental approval of the budget; (6) Department of Finance review for inclusion in the Governor's Budget; (7) consideration by the Legislature; and (8) signing of the budget bill by the Governor.

Specific schedules are suggested below for all proposals for new campuses and off-campus centers requiring State funds for construction, acquisition, remodeling, or lease. As noted previously, however, the Commission may review proposals for new campuses and off-campus centers, regardless of the source of funding. This may require revisions in the suggested schedules. Therefore, the specific timetables outlined below should be considered as guidelines for the development of proposals and not deadlines. However, timely Commission notification of, and participation in the needs study, is important, and will be a factor considered in the Commission's review of proposals.

SCHEDULE FOR NEW CAMPUSES

University of California and California State University

1. Needs study authorized by the Regents of the University of California or by the Trustees of the California State University, with notification to the Commission (30 months before funding).

2. Needs study conducted by segmental staff with appropriate participation by Commission staff (29-19 months before funding).
3. Regents or Trustees approve new campus (18 months before funding).
4. Approval review by the California Postsecondary Education Commission (17-15 months before funding).
5. Budget preparation by segmental staff (14-11 months before funding).
6. Budget approval by Regents or Trustees (10 months before funding).
7. Review by the Department of Finance (9-7 months before funding).
8. Consideration by the Legislature (6-0 months before funding).
9. Funding.

California Community Colleges

1. Needs study authorized by the local district board with notification to the Board of Governors and the Commission (32 months before funding).
2. Needs study conducted by the district staff with appropriate participation by staff from the Board of Governors and the Commission (31-21 months before funding).
3. Local board approves campus (20 months before funding).
4. Approval review by the Board of Governors (19-18 months before funding).
5. Approval review by the California Postsecondary Education Commission (17-16 months before funding).
6. Budget preparation by the Board of Governors' staff and the Department of Finance review (15-3 months before funding).
7. Consideration by the Legislature (3-0 months before funding).
8. Funding.

2. Needs study conducted by segmental staff with appropriate participation by Commission staff (29-19 months before funding).
3. Regents or Trustees approve new campus (18 months before funding).
4. Approval review by the California Postsecondary Education Commission (17-15 months before funding).
5. Budget preparation by segmental staff (14-11 months before funding).
6. Budget approval by Regents or Trustees (10 months before funding).
7. Review by the Department of Finance (9-7 months before funding).
8. Consideration by the Legislature (6-0 months before funding).
9. Funding.

California Community Colleges

1. Needs study authorized by the local district board with notification to the Board of Governors and the Commission (32 months before funding).
2. Needs study conducted by the district staff with appropriate participation by staff from the Board of Governors and the Commission (31-21 months before funding).
3. Local board approves campus (20 months before funding).
4. Approval review by the Board of Governors (19-18 months before funding).
5. Approval review by the California Postsecondary Education Commission (17-16 months before funding).
6. Budget preparation by the Board of Governors' staff and the Department of Finance review (15-3 months before funding).
7. Consideration by the Legislature (3-0 months before funding).
8. Funding.

SCHEDULE FOR SUBMITTING PROPOSALS FOR NEW CAMPUSES AND OFF-CAMPUS CENTERS

The basic intent of the time schedule for submitting proposals to establish new campuses and off-campus centers is to involve Commission staff early in the planning process, and to make certain that elements needed for Commission review are developed within the needs study described previously in these guidelines and procedures.

The schedules suggested below are dependent upon the dates when funding for the new campus or off-campus center is included in the Governor's Budget and subsequently approved by the Legislature. Prior to the date of funding, certain events must occur, including: (1) a needs study to be authorized and conducted with notification to the Commission; (2) district and/or system approval of the proposed campus or off-campus center; (3) Commission review and recommendation; (4) budget preparation by segmental staff; (5) segmental approval of the budget; (6) Department of Finance review for inclusion in the Governor's Budget; (7) consideration by the Legislature; and (8) signing of the budget bill by the Governor.

Specific schedules are suggested below for all proposals for new campuses and off-campus centers requiring State funds for construction, acquisition, remodeling, or lease. As noted previously, however, the Commission may review proposals for new campuses and off-campus centers, regardless of the source of funding. This may require revisions in the suggested schedules. Therefore, the specific timetables outlined below should be considered as guidelines for the development of proposals and not deadlines. However, timely Commission notification of, and participation in the needs study, is important, and will be a factor considered in the Commission's review of proposals.

SCHEDULE FOR NEW CAMPUSES

University of California and California State University

1. Needs study authorized by the Regents of the University of California or by the Trustees of the California State University, with notification to the Commission (30 months before funding).

SCHEDULE FOR NEW OFF-CAMPUS CENTERS

University of California and California State University

1. Needs study authorized by the segment with notification to the Commission (12 months before funding).
2. Needs study conducted by segmental staff with appropriate participation by Commission staff (11-9 months before funding).
3. Regents or Trustees approve new off-campus center (9 months before funding).
4. Review by the California Postsecondary Education Commission (8-6 months before funding).
5. Budget preparation by segmental staff (8-6 months before funding).
6. Review by the Department of Finance (6-3 months before funding).
7. Consideration by the Legislature (3-0 months before funding).
8. Funding.

California Community Colleges

1. Needs study authorized by local district board with notification to the Board of Governors and the Commission (18-16 months before funding).
2. Needs study conducted by district staff with appropriate participation by staff from the Board of Governors and the Commission (15-13 months before funding).
3. Local board approves off-campus center (12-11 months before funding).
4. Needs study submitted to the Board of Governors (10 months before funding).
5. Approval review by the Board of Governors (9 months before funding).
6. Needs study submitted to the California Postsecondary Education Commission (8 months before funding).

7. Approval review by the California Postsecondary Education Commission (8-6 months before funding).
8. Budget preparation by the Board of Governors and review by the Department of Finance (6-3 months before funding).
9. Consideration by the Legislature (3-0 months before funding).
10. Funding.

7. Approval review by the California Postsecondary Education Commission (8-6 months before funding).
8. Budget preparation by the Board of Governors and review by the Department of Finance (6-3 months before funding).
9. Consideration by the Legislature (3-0 months before funding).
10. Funding.

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University of California and California State University

1. Needs study authorized by the segment with notification to the Commission (12 months before funding).
2. Needs study conducted by segmental staff with appropriate participation by Commission staff (11-9 months before funding).
3. Regents or Trustees approve new off-campus center (9 months before funding).
4. Review by the California Postsecondary Education Commission (8-6 months before funding).
5. Budget preparation by segmental staff (8-6 months before funding).
6. Review by the Department of Finance (6-3 months before funding).
7. Consideration by the Legislature (3-0 months before funding).
8. Funding.

California Community Colleges

1. Needs study authorized by local district board with notification to the Board of Governors and the Commission (18-16 months before funding).
2. Needs study conducted by district staff with appropriate participation by staff from the Board of Governors and the Commission (15-13 months before funding).
3. Local board approves off-campus center (12-11 months before funding).
4. Needs study submitted to the Board of Governors (10 months before funding).
5. Approval review by the Board of Governors (9 months before funding).
6. Needs study submitted to the California Postsecondary Education Commission (8 months before funding).

CALIFORNIA POSTSECONDARY EDUCATION COMMISSION

THE California Postsecondary Education Commission is a citizen board established in 1974 by the Legislature and Governor to coordinate the efforts of California's colleges and universities and to provide independent, non-partisan policy analysis and recommendations to the Governor and Legislature.

Members of the Commission

The Commission consists of 15 members. Nine represent the general public, with three each appointed for six-year terms by the Governor, the Senate Rules Committee, and the Speaker of the Assembly. The other six represent the major segments of postsecondary education in California.

As of early 1989, the Commissioners representing the general public are:

Mim Andelson, Los Angeles
C. Thomas Dean, Long Beach
Henry Der, San Francisco
Seymour M. Farber, M.D., San Francisco
Helen Z. Hansen, Long Beach
Lowell J. Paige, El Macero; *Vice Chair*
Cruz Reynoso, Los Angeles
Sharon N. Skog, Palo Alto, *Chair*
Stephen P. Teale, M.D., Modesto

Representatives of the segments are:

Yori Wada, San Francisco; appointed by the Regents of the University of California

Claudia H. Hampton, Los Angeles; appointed by the Trustees of the California State University

Borgny Baird, Long Beach; appointed by the Board of Governors of the California Community Colleges

Harry Wugalter, Thousand Oaks; appointed by the Council for Private Postsecondary Educational Institutions

Armen Sarafian, Pasadena; appointed by the California State Board of Education

James B. Jamieson, San Luis Obispo, appointed by California's independent colleges and universities

Functions of the Commission

The Commission is charged by the Legislature and Governor to "assure the effective utilization of public postsecondary education resources, thereby eliminating waste and unnecessary duplication, and to promote diversity, innovation, and responsiveness to student and societal needs."

To this end, the Commission conducts independent reviews of matters affecting the 2,600 institutions of postsecondary education in California, including community colleges, four-year colleges, universities, and professional and occupational schools

As an advisory planning and coordinating body, the Commission does not administer or govern any institutions, nor does it approve, authorize, or accredit any of them. Instead, it cooperates with other State agencies and non-governmental groups that perform these functions, while operating as an independent board with its own staff and its own specific duties of evaluation, coordination, and planning,

Operation of the Commission

The Commission holds regular meetings throughout the year at which it debates and takes action on staff studies and takes positions on proposed legislation affecting education beyond the high school in California. By law, the Commission's meetings are open to the public. Requests to speak at a meeting may be made by writing the Commission in advance or by submitting a request prior to the start of the meeting

The Commission's day-to-day work is carried out by its staff in Sacramento, under the guidance of its executive director, Kenneth B. O'Brien, who is appointed by the Commission.

The Commission publishes and distributes without charge some 40 to 50 reports each year on major issues confronting California postsecondary education. Recent reports are listed on the back cover

Further information about the Commission, its meetings, its staff, and its publications may be obtained from the Commission offices at 1020 Twelfth Street, Third Floor, Sacramento, CA 95814-3985; telephone (916) 445-7933